

ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS JOINT INSURANCE FUND

Alder Avenue Middle School Board Room
25 Alder Avenue
Egg Harbor Township, New Jersey 08234

OPEN SESSION MINUTES

Wednesday, May 15, 2019

I. CALL TO ORDER CLOSED SESSION

II. OPEN SESSION CALLED TO ORDER

A meeting of the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBO JIF) was held on Wednesday, May 15, 2019 at 12:48 p.m., with Christopher Veneziani, Secretary, presiding.

III. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Notice of this meeting was given by sending sufficient notice herewith to the *Press of Atlantic City*, Atlantic and Cape May County editions; filing advance written notice of this meeting with each member; and by mailing advance written notice to the Clerk of each municipality located within the boundaries of all Fund members.

IV. ROLL CALL (Board Members and Alternate Trustees identified in bold print.)

2018-2019 Trustees in attendance

John Hansen, Lower Township Elementary School District, Vice Chair
Christopher Veneziani, Folsom BOE, Secretary (SPELL Alternate #1)
Jonathan Houdart, Brigantine Public Schools
Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
Kim Robinson, Mainland Regional High School, (SPELL Alternate #2)

2018-2019 Trustees absent

Linda Albright, Northfield BOE, Chair
Michelle D. Richardson, Jackson Township BOE

2018-2019 Alternate Trustees in attendance

Mark Mallett, Lower Cape May Regional School District
Chandra Anaya, Egg Harbor Township School District

2018-2019 Alternate Trustees absent

Rose Millar, North Wildwood School District

2018-2019 Fund Commissioners in attendance

Joy Nixon, Galloway Township Public Schools
Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)
Ann Marie Fala, Hamilton Township School District
Teri Weeks, Linwood BOE/Longport BOE
Diane Fox, Middle Township BOE
Karen Gfroehrer, Mullica Twp. BOE/Washington Twp. SD-Greenbank
Kelly Brazelton, Pitman BOE

2018-2019 Fund Commissioners absent

Joe Rodio, Estell Manor City School District
Barbara Prettyman, Hammonton, BOE
Susan Irons, Somers Point BOE
Laurie Ryan, Upper Township BOE
Patricia Palmieri, Weymouth Township School District

District Personnel in attendance

Betsy Overbey, Somers Point BOE

Fund Professionals in attendance

Brad Hoffman, Branch Manager, Gallagher
Craig H. Wilkie, Area Vice President, Gallagher
Scott C. Tennant, Area Vice President, Gallagher
J.T. Babish, Senior Vice President, RPA
Jennifer Fox, Senior Account Manager, Gallagher
Lou Greco, Fund Solicitor
Chris Roselli, Claims Administrator, Qual-Lynx
Karen Beatty, Client Services Manager, Qual-Lynx
John W. Geitz, Safety Coordinator, Risk Assessment Services
Danielle Colaianni, Hardenbergh Insurance Group, Student Accident Program
Kelly Batz, Treasurer
Annette Reap, Recording Secretary

Risk Management Consultants and members of the Public

C. J. Adams Company
Glenn Insurance
Len Eckman, Inc.
Marsh & McLennan Agency
McMahon Agency
ML Ruberton
Mossbrook & Hicks

V. CONDUCT OF MONTHLY MEETING - MOTION REQUESTED

A request is made by the Trustees of the ACCASBO JIF that the business of the Fund at this meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Commissioners and Trustees present and voting.

Motion by Ms. Anaya, second by Mr. Smurlo to open voting to Fund Commissioners. All in favor. Motion carried by unanimous vote.

VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2018-28

Resolved, at a Closed Session of the Board of Trustees of the ACCASBO JIF on Wednesday, May 15, 2019, the following claims were discussed and are herewith approved for payment:

2018110525	2018125378	001212704	001242222	2017089795
2018132223	001237641	2017086055	2016076224	2018113144
001193494	001169978	2017102188	001238556	2019162746
2019150211				

Motion by Mr. Grossi, second by Ms. Fox, to approve the Payment Authorization Requests as presented in Closed Session. Upon roll call, all present voted in favor. Motion carried by unanimous vote.

VII. APPROVAL OF MINUTES

Motion by Mr. Grossi, second by Mr. Houdart, to approve the Minutes of the March 20, 2019 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Ms. Weeks and Ms. Fala, who abstained. Motion carried by majority vote.

VIII. Budget Hearing – MOTION REQUESTED

- A. Motion by Ms. Anaya, second by Ms. Weeks, to open the hearing to the public.
- B. Motion by Ms. Fox, second by Mr. Grossi, to close the hearing to the public.
- C. Motion by Mr. Hansen, second by Mr. Grossi, to adopt the 2019-2020 Budget as presented in the agenda.

IX. Election of Trustees, Alternates, SPELL Delegates

Motion by Ms. Robinson, second by Ms. Weeks, to accept other nominations.

Motion by Mr. Grossi, second by Ms. Robinson, to close the nominations.

Motion by Mr. Houdart, second by Ms. Fox, to elect the nominees as recommended by the Nominating Committee and listed in their Report contained in the agenda.

X. Election of Officers – Motion by Ms. Grossi, second by Ms. Robinson, to elect:

Chair – Linda Albright, Northfield

Vice Chair – John Hansen, Lower Township

Secretary – Christopher Veneziani, Folsom

XI. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED

Ms. Batz reviewed April Approval Memo and Bill List, May Bill List, and Treasurer's Reports for periods ending 3/31/19 and 4/30/19.

March Fund Balance	\$23,949,387.04
April Bill List	\$126,937.44
March Claims Paid	\$715,417.05
April Fund Balance	\$23,325,812.13
May Bill List	\$129,703.78
April Claims Paid	\$536,569.40

Ms. Batz noted that the current interest being paid on the investment accounts is 2.28% and 2.61%.

Motion by Ms. Weeks, second by Mr. Smurlo, to approve the Bill Lists and Treasurer's Reports. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

B. Attorney

Mr. Greco reviewed his report in detail regarding the recent new ruling from the New Jersey Supreme Court on part-time seniority rights for teachers. The defendant appointed contracts annually which did not specify number of hours or duties. Plaintiff alleged tenure rights were

violated when their hours were reduced. The Commissioner of Education agreed that plaintiff was not entitled to tenure or seniority based on hours worked. The Appellate Court overturned the Commissioner, holding that part-time teachers are entitled to all the rights and benefits that the tenure law bestows on full-time teachers, including tenure and seniority. On appeal, the New Jersey Supreme Court upheld the Appellate Division's ruling that part-time teachers are entitled to both tenure and seniority. The educational needs of students can trump a part-time teacher's tenure rights where the district can show potential negative impact on the programming for students. Annual hours for tenured part-time staff may be reduced, but it must show compelling educational reasons to deviate from the seniority rule. Mr. Greco explained that the rule is limited to part-time tenured staff.

C. Claim Administrator

Mr. Roselli reviewed the Adjuster Pending Report, noting that all units are fully staffed, and Open Subrogation Report as of April 30, 2019. He also discussed Lessons Learned from Losses regarding mold prevention. Mr. Roselli stressed that it is important to control the moisture to prevent mold. He reminded the members that the SPELL will be holding their annual mold management seminar on July 17, 2019.

D. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary report through the month of April, 2019, as well as the Average Days to Report and Transitional Duty Summary Report.

E. Student Accident Program

There was no report.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

2019-20 Membership Renewals – Mr. Wilkie reported that Renewal Resolutions have been received from all seven (7) of the districts up for membership renewal on July 1, 2019. They include Brigantine, Egg Harbor Township, Lower Cape May RSD, Middle Township, Pitman, Somers Point and Upper Township. He asked for a motion accepting the Renewal Resolutions from these members.

Motion by Mr. Grossi, second by Mr. Veneziani, to accept and approve the renewal Resolutions of the seven members up for renewal listed above.

NJSIA Workers' Compensation Conference - Mr. Wilkie advised that the New Jersey Self-Insurers' Association held their spring conference on May 8-10, 2019 in Atlantic City. In attendance were 23 Claim Coordinators and School Business Administrators from the SPELL JIF members: 9 from ACCASBO, 11 from BCIP and 3 from GCSSD. A survey will be sent to all attendees for feedback on the Conference.

Mold, Environmental and IAQ Best Practices – July 17, 2019

Mr. Wilkie reported that this one day seminar will be held on **Wednesday, July 17, 2019 from 8:00 am until noon at the DoubleTree in Mount Laurel**. Invitations will be emailed to all districts in mid-May. First-time attendees will receive CEUs from the New Jersey Building & Grounds Association.

Cyber Security Symposium – July 24, 2019 – SAVE THE DATE!

The SPELL JIF IT/Cyber Risk Management Committee will be holding its first risk management symposium focused on managing cyber security risk in school districts at the DoubleTree Suites in Mount Laurel. A Save the Date will be sent out to all members soon! Mr. Tennant explained that this symposium is geared toward all district staff, not just technology staff.

Boiler Operator Refresher Training – August 6, 2019

Mr. Wilkie advised that Traveler's Insurance, the JIF's boiler and machinery carrier, will hold 2 refresher training sessions for Black Seal Boiler Operators. Each three-hour session is identical. One will be held from 8-11 am and the second from Noon – 3 pm. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. **This training will be held on Wednesday, August 6th at Washington Township High School, 529 Hurffville-Cross Keys Road, Sewell, NJ 08080.** Invitations will be emailed to all districts by the end of May.

SPELL JIF Joint Retreat – September 25-27, 2019

Mr. Wilkie stated that the Joint Retreat is in the planning stage and will be held on **September 25th (Wed) through September 27th (Fri), 2019 at Congress Hall in Cape May.** Please mark your calendars! Further information will be provided in the coming months.

State of the JIF Dinner – Save the Date!

Mr. Wilkie reminded that the annual dinner will be held on **Tuesday, December 3, 2019 at Greate Bay Country Club in Somers Point.** Please mark your calendars.

Items Updated on SPELLJIF.COM

All contact lists and other information will be updated in July, after the 2019-20 Fund Year begins.

Members can access all the current directories, lists, meeting information and claims information. Please visit the website often for the most up-to-date information.

Please notify our office if you would like to change or add a user for the website, please contact Annette Reap at (856) 446-9139 or via email at Annette_Reap@ajg.com.

Maintaining Safe Schools

The March, April and May 2019 issues have been sent by email to the Business Administrators of all member districts.

(The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete the form at the back of the newsletter and submit it to LRP Publications for their approval).

Key Dates

- No JIF Meetings in June, July or August
- SPELL JIF Reorg Meeting – 5/23/2019 – 10:00 am @ AJG Offices/Marlton
- PRIMA Conference – 6/9-12/2019 in Orlando, FL
- 7th Annual Mold/Environmental Management Seminar – 7/17/2019 @ the DoubleTree Hotel/Mount Laurel
- Cyber Security Symposium – 7/24/2019 @ the DoubleTree Hotel/Mount Laurel
- Boiler Operator Refresher Training – 8/6/2019 @ Washington Township High School at 529 Hurffville-Cross Keys Road, Sewell, NJ, 08080
- Next ACCASBO JIF Meeting: 9/18/2019 @ Alder Avenue Elementary School, Egg Harbor Twp
- SPELL JIF Joint Retreat – 9/25-27/2019 @ Congress Hall, Cape May
- State of the JIF Dinner – Tuesday, 12/3/2019 @ Greate Bay Country Club

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Status

Mr. Hoffman reviewed his report on Fund Year 2018-2019 as of April 30, 2019. He noted that ACCASBO is having an excellent year so far.

2019-2020 Renewal

Mr. Hoffman reported that the renewal process is on-going and the final information will be presented at the SPELL meeting in May. He noted that the property market is currently in flux, but he expects the final numbers to be within the budget.

SPELL Meeting Minutes

Mr. Hoffman referenced the minutes from the SPELL meeting held on February 1, 2019 were included in the agenda packet.

RMC Resolutions and Agreements

Mr. Hoffman advised that RMC Resolutions and Agreements were emailed to all districts on February 26, 2019 with a due date of May 10, 2019. Resolutions and Agreements should be sent to the Executive Director's office to the attention of Jennifer Fox.

2019-2020 Contribution Notices

Mr. Hoffman reminded everyone that first Installment premium billings for the 2019-2020 fund year will be emailed to all districts by June 1, 2019. All premium contributions are due by July 15, 2019 to the Fund Treasurer, Kelly Batz.

Surplus Return Resolutions

Surplus return resolutions will be sent to eligible current and former members by June 1, 2019. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2019.

The Fund Risk Management Plan States:

Any current or former member who does not act on their resolution by the time established by the Board of Trustees shall forfeit their rights to act independently for that year and accept the following results:

In the event of non-action on a net return of money:

The total net return amount shall be transferred to the individual member's portion of their unencumbered aggregate excess loss contingency fund.

2018-2019 Administrative Matter Defense Reimbursement

Ms. Fox advised that reimbursement is available to members for administrative matters. Mr. Wilkie explained that each district is eligible for up to \$1,500 annually in expense reimbursement for administrative matter costs, such as IEP and personnel matters, incurred that are not part of the SPELL coverage provisions. Mr. Hoffman noted that every year only about 50% of the members submit for this reimbursement. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2018-2019 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jennifer Fox at (856) 446-9133. **Reimbursement requests are due by September 30, 2019.**

Certificates of Insurance

Ms. Fox reported that an email will be sent to each district by June 1, 2019 indicating when you can begin renewing certificates of insurance in the Certificate of Insurance Module and how to process them. This email will be sent to the Fund Delegate for each district and we ask that you forward to the district representative responsible for certificates of insurance. If you have any questions, please contact Jennifer Fox at (856) 446-9133.

Auto ID Cards

Ms. Fox indicated that printing for 2019-20 Auto ID Cards will begin around June 10, 2019. She explained that cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process. She also noted that any vehicle listed as a leased vehicle will receive a vehicle-specific Auto ID Card. All other vehicles will be given a generic fleet card. She advised that if a vehicle is replaced with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count, districts will receive an additional 5% of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

Safety Incentive Program Winners- Reimbursement Procedure

Ms. Fox advised that a Safety Incentive Program Winner Reimbursement Procedure notice was sent to all districts that have qualified for an award in the 2017-2018 program. Reimbursement requests are due by May 31, 2019. There are currently six districts that have not submitted for reimbursement. Award monies can be carried over for one year, otherwise it will be lost. Once you have identified eligible purchases from this year's budget which total your monetary reward, forward a signed voucher, and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) to Jennifer Fox at the JIF Address, P.O. Box 449, Marlton, NJ 08053.

Certificates of Insurance Report from 3/01/19-4/30/19 included in the agenda.

G. Safety Coordinator

Mr. Geitz referenced the March/April Activities and May Agenda, found in the agenda. He also noted the Safety Incentive Program Monthly Status Report. He asked the members to provide him with any updates not included in the report. Mr. Geitz will ask for all final information in the fall to determine the winners for the Safety Incentive Program. Mr. Geitz also reviewed a safety notice from the NJMVC concerning school bus drivers. He noted that the change requires drivers ages 70 to 74 need to have physicals every year and over the age of 75 every six months.

H. Committee Meetings

1. Joint Safety/Claims - The meeting minutes from April 1, 2019 are included in the agenda. The items discussed at the meeting have already been covered earlier in the meeting.
2. Finance – The minutes from the April 30, 2019 meeting are included in the agenda.

XII. MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

Motion by Ms. Fox, second by Mr. Grossi, to adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

XIII. ROLL CALL

2019-2020 Trustees in attendance

John Hansen, Lower Township Elementary School District, Vice Chair

Christopher Veneziani, Folsom BOE, Secretary (SPELL Alternate)

Jonathan Houdart, Brigantine Public Schools

Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
Kim Robinson, Mainland Regional High School, (SPELL Alternate)

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Linda Albright, Northfield BOE, Chair
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Teri Weeks, Linwood BOE/Longport BOE
Diane Fox, Middle Township BOE
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Kelly Brazelton, Pitman BOE

2019-2020 Fund Commissioners absent

Joe Rodio, Estell Manor City School District
Barbara Prettyman, Hammonton, BOE
Susan Irons, Somers Point BOE
Laurie Ryan, Upper Township BOE
Patricia Palmieri, Weymouth Township School District

District Personnel in Attendance

Betsy Overbey, Somers Point BOE

XIV. 2019-2020 OATHS OF OFFICE

Mr. Wilkie reported that the Oaths of Office were being presented to Chair, Vice-Chairperson, Secretary, Trustees and Alternate Trustees for signature. He asked those affected to sign the Oaths of Office and return them to Ms. Fox.

XV. 2019-2020 REORGANIZATION RESOLUTIONS – Adoption

A. Reorganization Resolutions

Motion by Ms. Anaya, second by Mr. Veneziani, to adopt Resolutions 2019-01 thru 2019-14. Upon roll call vote all present voted yea. Motion carried by unanimous vote.

B. Committee Appointments: Mr. Wilkie asked the members to please notify Ms. Albright of their committee preferences within the next few weeks, so that committees can be established.

XVI. MOTION REQUESTED – Resolution 2019-15

Motion by Ms. Veneziani, second by Ms. Smurlo, to approve Resolution 2019-15 to meet in Closed Session at 12:00 noon on September 18, 2019 at the Alder Avenue Elementary School of the Egg Harbor Township BOE.

XVII. Miscellaneous Business, Public Comment and RMC comments or Questions

There were none.


XVIII. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Mr. Smurlo, to adjourn the Wednesday, May 15, 2019 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:22 pm.

Professional Development – Mercury and Gym Floors

There was a short presentation by Josh Cupriks, a Certified Industrial Hygienist of WCD Group, on how to best identify and manage rubber gym floors that may or may not have been set using mercury adhesive. Member attendance is voluntary. Resource materials will be posted on Spelljif.com.



Christopher Veneziani, JIF Secretary